



STATE
OF
GEORGIA

917-11
10
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3/12/76	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAY 21 1976	Application No. 76-165 Date Completed MAY 28 1976
3. AGENCY, Division, Subdivision & Administering Office Address Dept. of Administrative Services Fiscal Services Division Treasury and Cash Management Section 116 Mitchell St. Room 445 Atlanta, Georgia 30302		4. Person to Contact Ms. Nancy Ragan	
		5. Working Title Acct. II	6. Tel. No. 656-2168

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 5/23/72 - to date	9. Exact Series Title Investments Correspondence File
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10. What is the function of the office in which this record series is created?

FISCAL DIVISION - Administers Self-Insurance of State Property and liability, Workmen's Compensation for State employees, Treasury and Cash Management of State Funds, and accounting and payroll systems design through Fiscal Services.

TREASURY AND CASH MANAGEMENT SECTION - Receipts, disburses to agencies and invests State General Fund and Revenue Sharing monies. Federal Funds receipted and disbursed include Letter of Credit, Department of Transportation reimbursement, National Flood Control Fund and National Forest Reserve Fund. Receipt and disburse various Trust Funds. Provide accounting services and records for Superior Court appropriation, primarily payroll, attendant retirement systems and travel. Insure eligibility of municipalities for and disburse Grants to Municipalities and Counties.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Investing all taxes, fees and other funds receipted in general treasury and being held for disbursement.

Included are: Letters of terms and verifications of investments (Certificates of Deposit and Repurchase Agreements) with banks.

File is arranged: Alphabetically by geographical location of bank.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	3			3	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				X	
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	2 @ yr.	0 0 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? ☒ [] []
Attach copy of summary or publication. **AUDIT REPORT**
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] ☒ []

24. **REQUIREMENTS.** The following requires the files to be kept two years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 1 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

After maturity of investment and audit - material no longer valuable.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Jane M. Holbrook</i>	5/19/76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Don Manley</i>	
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hight</i>	5-26-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	5-24-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Buehl</i>	5-27-76

STATE RECORDS
COMMITTEE